

<b>Job title:</b> Project Advisor, Major Transport Projects	
<b>Classification:</b> Band 7	<b>Effective Date:</b> June 2024
<b>Reports to:</b> Project Manager, Major Transport Projects	<b>Tenure:</b> Part time, Fixed Term

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous, and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values, we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

## Goal Statement

The position will undertake project tasks relating to major Victorian Government transport projects, that aim to maximise the social, environmental, amenity and financial benefits for the Whitehorse community.

## Key Responsibilities

### Position Specific Responsibilities

- Contribute to the development of a culture of quality, sustainability, industry best practice and customer focus.
- Lead Council projects and tasks that relate to major Victorian Government transport projects, such as North East Link, Suburban Rail Loop, and Level Crossing Removal Project. Projects and tasks are often multidisciplinary in fields such as open space, recreation, urban design, transport, community infrastructure, strategic planning, sustainability, community development, economic development, communications, and advocacy.
- Interpret technical reports regarding a wide range of subject matters and provide expert advice and guidance to external stakeholders.
- Critique and disseminate specialist and technical information from external technical experts.
- Gain cooperation from internal stakeholders to ensure multi-disciplinary matters are considered appropriately and consistently.
- Provide advice and recommendations to internal and external stakeholders regarding the issues and opportunities relating to Victorian Government major transport projects.
- Advise, monitor and report on the integration of Council activities where they have a direct or indirect impact on the delivery of Victorian Government projects.
- Prepare reports and correspondence to internal and external stakeholders.
- Develop and maintain project management documentation (e.g. project plans, schedules, budgets, communications plans, asset registers, lease and licence agreements, stakeholder plans etc).

### Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets, and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets, and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.

Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

## Authority

Budget: Nil

Staff responsibility: Nil

Decision Making:

There are a variety of established procedures and guidelines that can be used to provide solutions to several different problems. It is often necessary to think laterally and be flexible in finding solutions to project problems. The officer will be a senior and experienced Project Advisor and will make decisions from their experience and knowledge and provide guidance to other staff as required. The position will manage their own workload with minimal supervision or direction.

## Key Relationships

The position will liaise with the community, industry bodies, government agencies, contractors, consultants and a variety of Council staff, management, and Councillors throughout the organisation.

## Skills and Attributes

Qualifications and Experience:

- Tertiary qualifications in a relevant field
- Several years' relevant experience working on major multidisciplinary major infrastructure projects.
- A valid Victorian driver's licence.

Technology:

- Proficient in computer skills on packages such as Word, Excel, PowerPoint, internet, GIS systems and email (Outlook).

Interpersonal:

- Ability to write reports and correspondence tailored to specific community and industry audiences.
- Ability to manage a variety of complex tasks concurrently.
- Excellent written, verbal communication and presentation skills.
- Ability to gain cooperation and assistance from other Council staff, contractors, consultants, the community, and other key stakeholders.
- Must be able to liaise effectively with subject matter experts from multi-disciplines to advise and resolve specialist matters.
- Represent Council in a positive and professional manner.

#### Leadership/Management:

- Ability to manage own time to successfully complete projects with conflicting pressures and resources available within set time limits.
- Ability to work independently with minimal supervision but also provide input within a team environment.
- Working knowledge of the political environment within local and state government.
- Demonstrated experience in the management of major Victorian Government transport projects within a local government environment.
- Proficiency in project management tools and methodology throughout the project lifecycle (e.g. scope, budget, schedules, progress reports, evaluation reports etc).
- Ability to resolve issues and implement opportunities using a flexible approach to problem solving where applicable.
- The position includes inherent physical requirements. Please refer to the Physical Requirements Checklist for more information.
- The position may be required to attend out of hours meetings.
- The position may be required to manage external consultants and contractors

#### Key Selection Criteria

- Several years' relevant experience working on major multidisciplinary projects.
- Excellent written, verbal communication and presentation skills.
- Ability to gain cooperation and assistance from other Council staff, contractors, consultants, the community, and other key stakeholders.
- Working knowledge of the political environment within local and state government.
- Proficiency in project management tools and methodology throughout the project lifecycle (e.g. scope, budget, schedules, progress reports, evaluation reports etc).

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist to work at low levels.		Performed sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms		Performed sometimes	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Performed sometimes	
<b>Standing</b> Tasks involve standing in an upright position		Performed sometimes	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed sometimes	
<b>Lifting/Carrying</b> Tasks involve raising, lowering, and moving objects from one level position to another		Performed sometimes	
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		Performed sometimes	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.		Performed often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Performed often	